

# Attachment A

## Indian Country Inspection/Compliance Assistance Check List

(Page 1 of 1)

### **Box 1 - EPA Program Contact Responsibilities:**

Underground Storage Tanks Name of Program planning/requesting inspection or assistance visit

Jim Greeves 360-753-8072 Program Contact (*Name and phone number*)

Check one:

☒ X Announced Inspection

☐ Unannounced Inspection

Smittys Conoco Name of facility/site to be visited.

N Is the facility owned or managed by a Tribal Government? (Y/N)

Yakama Name of the reservation on which the facility/site is located.

Tribal Land Is the facility located on Tribal land, trust land, fee land or unknown?  
(*Indicate which.*)

Date agreed for inspection/visit (*between Program Office and inspector*).

If inspection is "unannounced", how was this communicated to the Tribe,  
e.g., annual list, generic letter, phone call?

Is site designated in CERTS as an "Indian Country" facility? (Y/N)

May 26, 2004 Date a confirmed contact with Tribal Coordinator/Operations Office or

Alan Moomaw Tribal Office was made and name of contact. (*Note: If the Tribal Coordinator is located in an Ops Office, contact with him/her satisfies notification of Ops Off.*)

### **Box 2 - EPA Tribal Coordinator Responsibilities:**

Alan Moomaw Tribal Coordinator (*Name, phone, location, e.g., WOO, IOO, Tribal Office, etc.*)

James Thomas Name and title of most current contact at the tribe. (*Note: This could be the environmental contact, tribal attorney, tribal leader, etc.*)

509- 865-5121 Phone number of Tribal contact.

5/21/04 via email Date contact was made and form of contact. (*Note: If initial contact is more than one week prior to visit, a final contact should be made a few days before visit.*)

### **Box 3 - EPA Inspector Responsibilities:**

OW Inspectors Office (*e.g., OEA, Air, Water, etc.*)

Jim Greeves Name of Inspector

List date(s) of follow-up call(s) to Tribal representative.

June 17, 2004 Date of actual inspection/visit.

Date inspection report was sent to Program Office

### **Box 4 - EPA Program Contact Responsibilities:**

List dates possible compliance problems were reported to Tribal Office and Tribal Coordinator.

List date & method used to communicate inspection results back to Tribe (Oral/Written). (*Note: Tribes need results of all inspections, whether there are violations or not.*)

List name(s) of Tribal contact(s) who received inspection results.

PLEASE FORWARD A COPY OF COMPLETED FORM TO:

Tribal Office Director - TO-149

Tribal Coordinator (listed above)

OEC Tribal Liaison - OEC-164

## Instruction for

### "Attachment A - Indian Country Compliance/Enforcement Check List"

(If more space is needed, add separate sheets. If filling in electronic form, use "typeover"; boxes will automatically roll to following pages if additional space is used.)

Background: "Attachment A" to Chuck Clarke's May 28, 1998 memo outlining enforcement procedures in Indian Country was developed to keep Tribes informed of EPA's compliance/enforcement activities taking place within the boundaries of their lands. The revised **Attachment A** form guides staff in communicating with the Tribes and EPA Tribal Coordinators. It also documents communications that have occurred. The form can be filled out and forwarded electronically, but the Tribal Coordinator should be alerted by phone that it is coming and should provide assistance in planning the visit and communication process. If the Tribal Coordinator or alternate is not available, coordination and planning should be done with the Tribal Office. *(Instructions for accessing the list of Tribal Coordinators from EPA's Home Page are included below.)*

For every proposed inspection on a reservation an **Attachment A** form is to be completed. Maps are available via Region 10's Home Page to assist in that determination. If you find that a particular facility is in fact on reservation land but was not indicated as such, please notify the Quality Assurance and Data Unit in OEA so EPA's information can be updated.

Maps: From the Home Page click on <Index>. From the top of the Index Page click on <M to advance to listings under "M". Click on <Map Library>. On the Map Library page advance to the "Tribal Lands Maps" listing. From there you can view either an Alaska map or one of the other three states.

Box 1 - Program Contact: Once the Program Contact determines, directly or through discussion with a Tribal coordinator, that a facility is (or may be) on Native Land, he/she must start an **Attachment A** form. Complete as much of the information in this box as possible. *Note: If firm date of inspection or visit has not been set, give an estimate and note it as such.* Then forward the form to the appropriate Tribal Coordinator. Update the form when a firm date for the visit is set.

Finding Tribal Coordinators: From the Home Page click on <Region 10 Website>. On new page, click on <267 Indian Tribes>. Click on <contacts>. On the Tribal Office page click on <Tribal Office Contacts>. This will give the current list of Tribal Coordinators and the Tribes they work with.

Box 2 - Tribal Coordinator: The Tribal Coordinator (or other Tribal Office representative) will work with the Program Contact and/or inspector (if designated) to complete items in the first box for which the Program Contact did not have information. The Tribal Coordinator will also complete as much of the Box 2 as possible. *Note: Once the Tribal Coordinator makes initial contact with the Tribe, he/she may arrange that future communications between the Tribe and inspector only involve the Tribal Coordinator on an as needed basis.* The form is now to be forwarded to the inspector with a copy back to the Program Contact.

Box 3 - Inspector: After the inspection or visit, the inspector completes Box 3 and returns the form to the Program Contact with a copy to the Tribal Office.

Box 4 - Program Contact: The Program contact (or other program staff) completes Box 4 and forwards it to the Tribal Office with a copy to the Tribal Coordinator and the OEC Tribal Liaison. **A copy should be kept in the inspection file.**

**Note: If there are time constraints during any phase(s) of this process these must be noted clearly on the form and highlighted, to avoid unnecessary delays which may jeopardize the desired outcome.**